

Position Description
The Women's Center of Columbia/Montour
Director of Finance

Salary Range: \$56,305-\$78,310 per year

Job Summary:

This is an exempt full-time position with hours defined as 40 hours per week. The primary duties are to assist the Executive Director in the provision of agency planning, management and evaluation. The Director of Finance is responsible to assist the Executive Director in the administration of all fiscal, personnel, community and public relations, in accordance with regulations, policies and procedures as established by the Board of Directors and through the exercise of initiative and independent judgment.

Supervisory Responsibilities:

- Oversees the daily workflow of the Fiscal Department.

Duties/Responsibilities:

- Ensure that the agency meets requirements of grants and contracts currently held.
- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Maintain the agency's fiscal operation in accordance with standard accounting procedures.
- Assist in the preparation of yearly budgets for approval of the Board of Directors.
- Assist in the coordination of all audit activities.
- Assist in the completion of all current contract funding proposals.
- Assist in the search and application for additional funding sources.
- Coordinates all established and new activities pertaining to financial development, including but not limited to, programs for planned and annual giving, major gifts, matching gifts, memberships, endowments, bequests and capital campaigns.
- Supports and ensures staff participation with the Board on fundraising efforts.
- Attend all required in-service, supervisory, and staff meetings as assigned.
- Carry out the duties of the position in a professional manner.
- Contribute to a positive work environment.
- Any other related duties assigned by supervisor.

Education/Experience/Skills:

- Must have one of the following:
 - BS in Accounting, Finance, Management, or related field and two years' relevant experience.
 - Four years' relevant experience.
- Supervisory experience preferred.
- Ability to communicate effectively and be organized and flexible.
- Successful completion of the agencies' direct service training within ninety days of employment.

- Must have a valid Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Background Check, and FBI Criminal Background Check
- A valid Pennsylvania driver's license.

Additionally, this position requires the ability to remain calm and professional in a crisis and to relate to participants, staff, volunteers and Board Members with empathy and confidentiality. A commitment to working with victims/survivors, a dedication to the feminist model empowerment counseling, as well as a solid understanding of the issues involved in domestic violence and sexual assault must be demonstrated. This position requires the ability to work with people of diverse backgrounds and the ability to handle multiple tasks. A nonjudgmental attitude is required.